

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA.**

Hr Handbook Update No. 2005 – 0007

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Revised Definition of Professional Level and Full-Time Work

Issue Date: November 3, 2005

The Staffing Division has revised the guidelines used for determining professional level experience. In the past, the Staffing Division defined professional level experience in the classified service as experience gained in jobs which are evaluated with an Education Factor of “5” or higher OR experience gained in any classified job that has a current pay evaluation level of GS-15 or higher. **These factors will no longer be used.** The Compensation and Staffing Divisions have reviewed and updated the EEO codes on the OPEN system for all jobs in the pay plan. **As of this date, only those jobs coded PR (professional) or OA (officials and administrators) will be considered professional level.** Only the EEO codes found in the pay plan have been updated. Do not use the codes found on the job specification sheets.

When determining the appropriate EEO code, Staffing considered those jobs requiring a baccalaureate degree as all or part of its minimum qualifications as well as those jobs not requiring a baccalaureate degree but which have duties and responsibilities of such complexity as to warrant inclusion in the professional ranks. When reviewing jobs outside of state service, we will continue to compare those job duties to the duties of jobs in state service in order to make a decision on the level of experience to be credited.

As we continue to offer more flexibility to state agencies in the hiring process, the use of EEO codes to determine professional level jobs will enable human resource personnel to more easily evaluate applicants’ experience and explain their decisions.

Also, the Staffing Division has revised its definition of full-time work. In the past, full-time credit was given for work weeks of 35 hours or more. Work weeks of 34 hours and less were pro-rated based on a 40 hour work week. **32 hours will now be accepted as full-time work experience.** Anything less than 32 hours will be pro-rated.

The online HR Handbook has been updated to reflect this information. (See the section on Hiring Employees: Minimum Qualification Requirements)

For questions concerning these changes, please contact Genie Silva at (225) 342-8550 or genie.silva@la.gov.

Sincerely,

s/Anne S. Soileau
Acting Director